

Commerce Safety and Occupational Health Council

Thursday, January 8, 2004

1:30 p.m. – 3:00 p.m.

Room 4830, HCHB

DOC Welcome and Introductions

Agenda

- **Open Items**

- Workers' Compensation charge back and Privacy Act Issue
- SES OSH Training CDs

- **Hot Items**

- DOL Annual Report
 - Overview, Guidance, Deadlines

- **DOC OOSH**

- Parthenon
- Organization

Agenda

- **“The Way Ahead”**
 - Policy and Guidance
 - Goals
 - DAO
 - Monthly OSH Report
 - Leveraging Resources
 - Workers’ Compensation
 - OSH Standardization
 - SHIMS
 - OSH Training and Awareness
 - OSH Customer Survey Results
 - OSHA 600 Course
- **Roundtable/Cross Feed**

Open Items

Charge Back & Privacy Act Issue

- **Charge Back Reports**

- Budget Offices will be sent their charge back reports upon request
- Safety Offices should coordinate with their Budget Office

- **CA-1/CA-2 Access**

- Safety Offices can obtain needed information from:
 - CCSI website
 - CD-137, Report of Accident/Illness per DAO-209-3
 - For special cases - contact OOSH

SES OSH Training CDs

- November 6, 2003 e-mail request sent to all OSH Council attendees
 - NIST only respondent
- Submit your request NLT January 12, 2004 for final distribution
 - Aprather-nichols@doc.gov or 202-482-6370

Hot Items

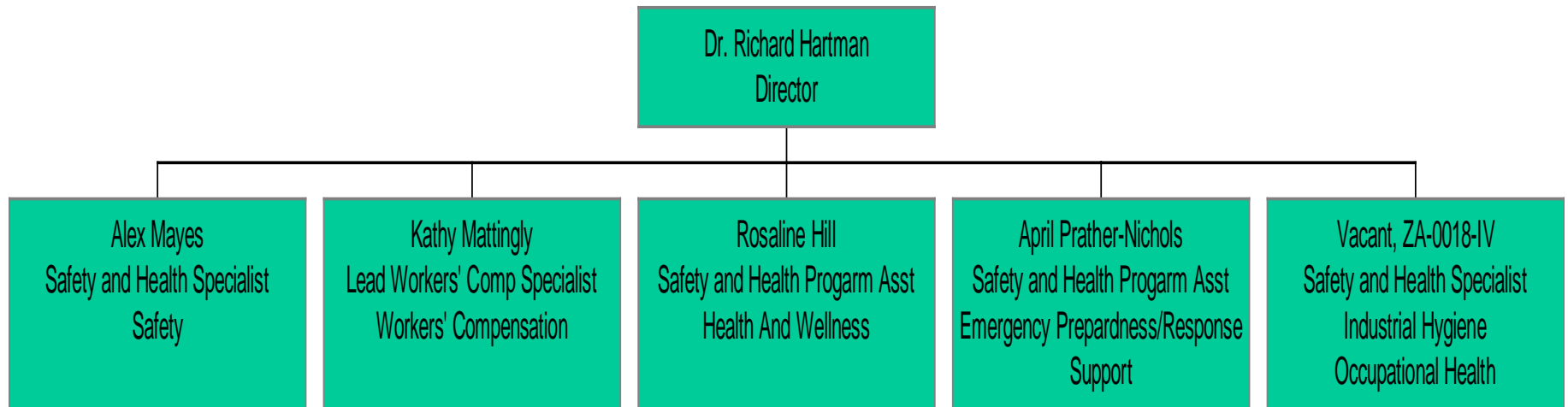
DOL Report

- Purpose
 - Report DoC's occupational accidents and injuries
 - Describe significant initiatives to reduce injuries and illnesses, and workers' compensation costs; and
 - Highlight DoC programs for providing safe and healthful workplaces and conditions of employment
- Tasking
 - Due to DOL by 1 March 04
- Timelines
 - OSH Manager input to OOSH NLT 2 Feb 04
- **No input means no activity!**

DOC OOSH Parthenon



DOC OOSH



The Way Ahead

Policy and Guidance

- Goals
 - Revitalize monthly Bureau/Agency meetings
 - Develop Goals that are “SMART”
 - Specific, Measurable, Attainable, Realistic, and Trackable
 - Monthly OSH report
- DAO's
 - DAO -202-810, Workers' Compensation for Federal Employees
 - DAO-209-3, Accident Investigation and Incident Reporting
 - DOC Occupational Safety and Health Manual

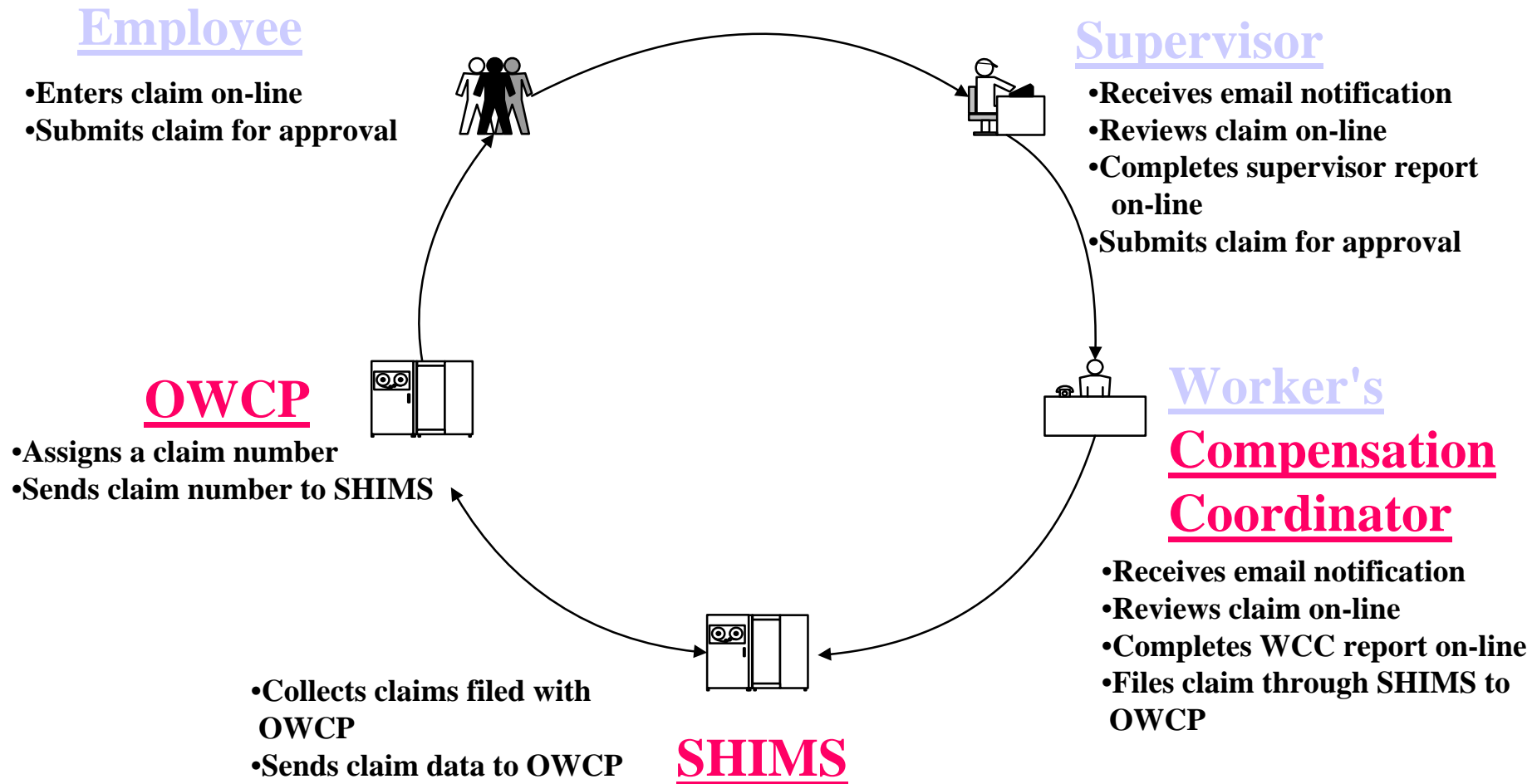
Leveraging Resources

- Workers Compensation Efforts
 - Long Term Contract
 - DOC Physician Review
 - Methods to reduce fraud, waste and abuse

OSH Standardization

- Safety and Health Information System (SHIMS)
 - Developed within DOL in 2001
 - Allows for electronic submission of workers' compensation claims to Office of Workers' Compensation Programs (OWCP)
 - Provides trend data on injuries/illnesses
 - Provides pre-defined and ad hoc reports

OSH Standardization



OSH Standardization

- Potential Benefits of SHIMS
 - Eliminates manual filing of workers' compensation claims
 - Increases timeliness of claims submission
 - Enables faster processing of claims by OWCP
 - Facilitates more efficient case management
 - Allows for customization to meet agency needs

OSH Standardization

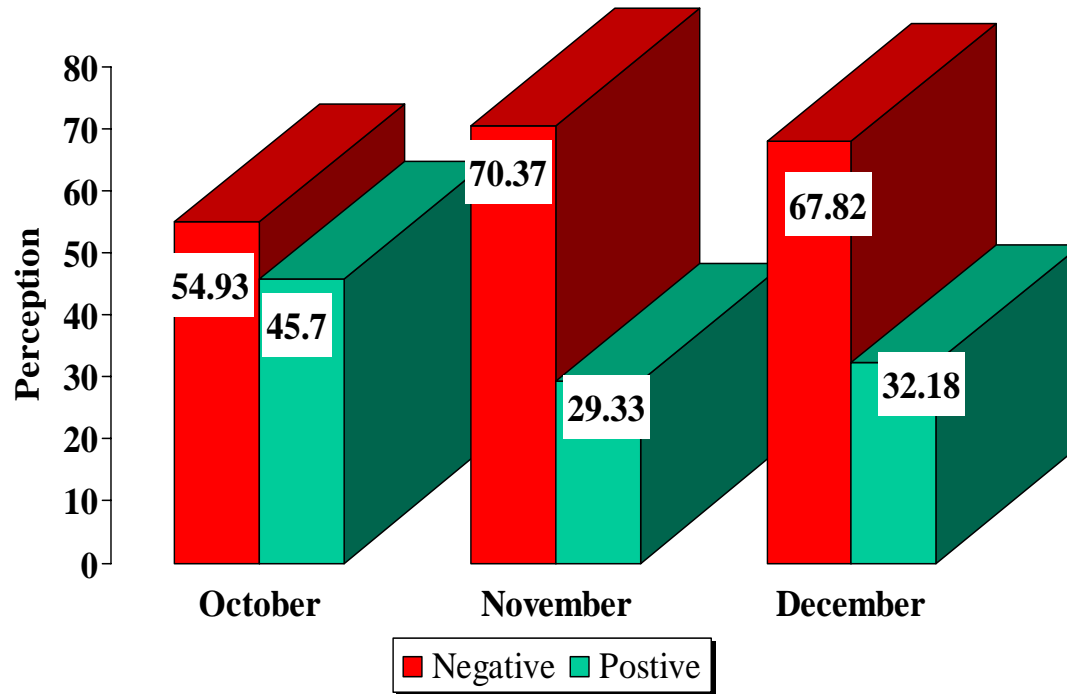
- Potential Benefits of SHIMS (continued)
 - Enables agency to comply with OSHA injury/illness recordkeeping requirements
 - Simplified business processes:
 - Improved customer value through online submission and tracking of claims
 - Availability of online, real-time management reports
 - Tool for tracking safety and health goals
 - Reduced data entry errors

OSH Training and Awareness

- OSH Customer Survey Results
- OSHA 600 Course

OSH Customer Survey Results

DOC Safety Improvement Perception



- Perception that there is a lack of safety improvements within the Department.
- Majority of concerns are associated with the four major bureaus NOAA, CENSUS, PTO, and NIST
- Working group will convene at HCHB January 27, 2004
 - Identify, track deficiencies and develop improvements

OSHA (600 Type) Collateral Duty Safety Training (Coming Soon)

- All Collateral Duty Safety and Health Personnel Training
 - Required for all new personnel with collateral safety and health duties
 - OSHA 600 Standards/Compliance Course
 - 5-day course
 - Covers collateral duty safety and occupational health responsibilities
- At HCHB
 - Contact April Prather-Nichols at 202-482-6370 or aprather-nichols@doc.gov NLT 16 Jan 03
 - Dates will be provided

Roundtable and Cross feed